



## Disabled Persons

Temporary and career opportunities are provided to individuals with physical disabilities.

### Eligible applicants:

- ❑ Must be a person who has a physical impairment or mental or psychiatric disability, which substantially limits one or more of such person's major life activities.
- ❑ Must be certified by a State Vocational Rehabilitation or Veterans Administration Counselor for job-related ability.
- ❑ Must be an U.S. citizen.

## Disabled Veterans

Temporary and career opportunities are provided to qualified disabled veterans meeting the following criteria.

### Eligible applicants:

- ❑ Must be a veteran who was discharged because of a service-connected disability and rated by the Veterans Administration within the preceding year as having a compensable service-connected disability of 30% or more.
- ❑ Must be an U.S. citizen.

## Outstanding Scholar Provision

This is a special hiring authority under the Administrative Careers with America Program. After advertising a job, the agency may select individuals who meet the following criteria:

- ❑ Possess an overall GPA of 3.5 or higher on a 4.0 scale for all undergraduate coursework completed and receipt of a Bachelor's Degree,
- ❑ OR who are in the upper 10% of their overall undergraduate graduating class or of the undergraduate graduating class of a major university subdivision.
- ❑ Must be a U.S. citizen.

This hiring authority may not be used to fill clerical, technical or professional positions.

### To Apply Submit:

- ❑ Apply for a specific job announcement.
- ❑ Resume/Application.
- ❑ Official college transcripts indicating class standing or GPA.
- ❑ Letter requesting consideration under the Outstanding Scholars Provision.

## **Peace Corps or VISTA volunteers**

This program allows Peace Corps or VISTA volunteers who have completed no less than 12 months of continuous service to be hired for professional, administrative, technical, blue-collar, or clerical positions.

### **Eligible applicants:**

- ❑ Must have satisfactory certificate of Peace Corps or VISTA service within the past year.
- ❑ Must be appointed within one year from the end of Peace Corps or VISTA service.
- ❑ Must be a U.S. citizen.
- ❑ Must apply for a specific job announcement.

## **Veterans Readjustment Act (VRA)**

Temporary and career opportunities are provided to qualified veterans meeting the following criteria.

### **Eligible applicants:**

- ❑ Must be a veteran whose initial service is after August 4, 1964.
- ❑ Must be appointed within 10 years of honorable discharge date or release from active duty.
- ❑ Must be a U.S. citizen.

## **For All Job Vacancies**

It is highly recommended that interested applicants get a copy of the vacancy announcement for the job(s) they are interested in and follow the specific instructions. All applications or resumes should include the information listed below:

- ❑ Announcement number, title and grade of the position for which you are applying
- ❑ Resume/Application or Optional Application for Federal Employment (OF-612)
- ❑ Your full name, mailing address, and day and evening phone number
- ❑ Social Security Number
- ❑ Country of Citizenship
- ❑ Veteran's preference, if applicable
- ❑ Detailed work experience including dates and hours worked; salary; employer's names, address, and phone number
- ❑ Education: High School, College/University
- ❑ Knowledge, skills, and abilities in response to specific job announcement requirements
- ❑ Documentation verifying eligibility under special hiring authority, if applying under one

\*\*This sheet indicates only SOME of the most extensively used special hiring authorities